

<b>ELK ISLAND CATHOLIC S.R.D. NO. 41</b>	<b>CODE: EBBC-Policy</b>
<b>LEGAL REFERENCES:</b> <i>School Act, Section 17 Chemical Hazards Reg., Controlled Products Reg., Hazardous Materials Review, Hazardous Products Act, WHMIS, Occupational Health and Safety Act</i>	<b>TITLE:</b> Hazardous Chemical Management
<b>CROSS REFERENCE:</b> CA, School - Based Leadership; EB, Safety Program	<b>ADOPTION DATE:</b> February 7, 2001
	<b>REVISION DATE:</b>

**The Board authorizes the superintendent to develop and maintain a program to ensure the appropriate handling of hazardous material in all areas of the Division's operation including, but not limited to custodial/maintenance, transportation, and educational programs. The Board expects recycling, reusing, or reducing wherever possible.**

<b>ELK ISLAND CATHOLIC S.R.D. NO. 41</b>	<b>CODE: EBBC-Guidelines</b>
<b>LEGAL REFERENCES:</b> <i>School Act, Section 17 Chemical Hazards Reg., Controlled Products Reg., Hazardous Materials Review, Hazardous Products Act, WHMIS, Occupational Health and Safety Act</i>	<b>TITLE:</b> Hazardous Chemical Management
<b>CROSS REFERENCE:</b> CA, School - Based Leadership	<b>ADOPTION DATE:</b> February 7, 2001
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At a minimum, the program will ensure that Workplace Hazardous Materials Information System (WHMIS) legislation (federal, provincial and municipal) is followed. This will require:

- 1.1 Identification of hazardous products;
- 1.2 Availability of pertinent information using Material Safety Data Sheets (MSDSs) to record the information; and

1.3 Provision of training to staff in the use, handling and transportation of hazardous materials.

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1. Principals and Supervisors shall:

- 1.1 Develop a plan and monitor its implementation for the identification, inventory, storage and procedures for reuse, recycle and disposal of hazardous substances. This plan should make provisions for recycling, reusing and reducing, whenever possible;
- 1.2 Ensure that the school's (or department's) copy of the WHMIS binder is kept current;
- 1.3 Review WHMIS requirements with their staffs each September;
- 1.4 Ensure that yearly inventories of chemicals are conducted; and
- 1.5 Ensure (Material Safety Data Sheet) sheets are current.

2. It will be the responsibility of the Secretary-Treasurer to:

- 2.1 Develop a program of Worker Education for Division staff, regarding WHMIS;
- 2.2 Arrange for implementation of WHMIS programs; and
- 2.3 Keep all Principals and Supervisors updated with materials to keep WHMIS current.

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**CROSS REFERENCE:** CA, School Based Leadership

**CODE:** **EBBC-Procedures**

**TITLE:** Hazardous Chemical Management  
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3. Certification in the Handling and Transportation of Dangerous Goods shall be a condition of employment for the Supervisor of Maintenance and others as designated by the Secretary-Treasurer.
4. Only certified personnel will handle or transport goods identified as dangerous goods, under specific procedures developed by the Secretary-Treasurer or designate.
5. Dangerous goods not properly labelled, placarded or documented will not be handled or transported.